

## COMMON COUNCIL

Special Meeting of the Committee of the Whole  
 Saturday, January 21, 2023, 8:00 a.m.  
 Palace Meets Coworking, 17 W Main St, Evansville, WI 53536

### MINUTES

1. **Call to order, by Mayor Duggan at 8:04 a.m.**
2. **Roll call.**

Members	Present/Absent	Others Present
Aldersperson, Jim Brooks	P	Jason Sergeant, City Administrator/Finance Director
Aldersperson, Cory Neeley	P	Colette Spranger, Community Development Director
Aldersperson, Ben Corridon	P	Leah Hurlley, City Clerk
Mayor, Dianne Duggan	P	Patrick Reese, Police Chief
Aldersperson, Ben Ladick	A	Carolyn Kleisch, EMS Chief
Aldersperson, Susan Becker	P	Chad Renly, Municipal Services Director
Aldersperson, Gene Lewis	A	Dale Roberts, Public Works Foreperson
Aldersperson, Joy Morrison	P	Julie Roberts, City Treasurer/Utility Accountant
Aldersperson, Erika Stuart	P	Brian Berquist, City Engineer
		Hon. Tom Alisankus, Municipal Judge
		Angie Olsen, Aquatics Director/Interim Youth Center Director
		Mark Kopp, City Attorney
		Bill Lathrop, Evansville Today

3. **Approval of agenda**, Brooks made a motion to approve the agenda as presented, seconded by Neeley. *Motion carried 6-0.*
4. **Civility reminder.** Recognition of the commitment to civility and decorum at Council meetings.
5. **Citizen appearances.**
  - a. **Welcome from Palace Meets owners.** The owners were unable to attend the meeting. Sergeant gave a brief overview of Palace Meets, recognizing them as being a recipient of the Building Façade Grant, State and Federal Tax Credits for their Historical work. History of the building was shared along with current and potential future endeavors including an upcoming yoga studio.
6. **Basics.**
  - a. **Practical matters:** restrooms, process monitor (time keeper), break, etc.

- b. **A-ha sheet**—Explained to be used for committee members for key take-a-ways.
  - c. **Parking lot**—Discussion items that time may not allow for, however should be circled back around to.
7. **Motion to Adopt Resolution 2023-01 Supporting application for the WEDC Vibrant Spaces Grant**, by Corridon, seconded by Brooks.

*Spranger presented Resolution 2023-01. The amount of \$1.2 million dollars in charitable contributions was questioned and determined to be inaccurate. Corridon made a motion to amend the motion Capital Campaign from \$1.2 million dollars to \$750,000 in charitable contributions to date, Neeley seconded. Motion carried 6-0.*
8. **Opening Round** – Surveys from the 2022 Comprehensive Plan update indicated 12% of residents are not engaged with City government. However, communication is important to elected officials and City staff. Introduce yourself and share something specific you would like to do to better communicate with our residents.

*Various communication avenues were discussed including, Monthly/Quarterly Newsletters, Timely Website Edits, Email/Text Notifications, Open Houses, and Accessible Meetings including broadcasting live or posting meeting videos after meetings.*
9. **Community Recreation**
  - a. Youth Center Operations Update – Interim Youth Director, Angie Olsen provided an update on attendance (25-45 children) and popular activities. Corridon stated with the participant numbers as high as they are, the current building is at max capacity.
  - b. **Family Services Discussion**— Discussions occurred at Neeley shared his support to merge the various community efforts focusing on family services and move towards a coalition for all generations. Chief Reese supported the idea. Brooks reported his records show around 150 different organizations in the city.
  - c. **Aquatic Center Updates**—Discussions surrounded admission, rates and the goals moving towards the opening of the new aquatic center.
  - d. **Baseball Updates**—Hurtley gave a brief update on the Summer Baseball Program. The time commitment of city staff in addition to other duties and

without software to assist staff and coaches. Concerns were mentioned in regards to competing leagues with more time and resources.

- e. **Next Steps (Recreation Coordinator)**—Discussions occurred whether to look into hiring a coordinator to manage the various park endeavors.

**10. Open records, open meetings, and conflict of interest 101; questions for Mark (we all need the refresher!)**—Attorney Kopp discussed his prepared handouts that were made available in the packet. Kopp stated that the city has been experiencing an increase in records requests which appear to be used as a weapon. Kopp highlighted the need to be consistent with the messaging of open records throughout the City, especially since grey areas are within the state statues. Kopp’s messaging was directed towards being as transparent as possible and reminding staff that personal devices can be subject to open records.

11. **Break.** The committee left the room for a 15 minute break.

12. **Our greatest asset is our staff** (30 minutes)

- a. **Employee requests and Employee Handbook updates**—Sergeant’s goal is to meet with every staff member and go over the Employee Handbook at the next department head meeting.
- b. **Our Mission**—Sergeant would like to see the City’s mission statement revised and condensed.

13. **ARPA Fund Allocations**—ARPA Funds available include \$569,397. Possible use examples could include: Police Department Generator, Park (Rebuild Playground), Youth Center Feasibility Study, 3<sup>rd</sup> Street Extension, City Hall Generator, Software Conversion, Walking Trail Extensions (Allen Creek – Water to Church or West Side Park to Existing), Cyber Security, EMS IT Upgrades, Building Maintenance/Enhancements, Upper Story Residential Grants, Business Grants, Historic Renovations, PD Squad Car/Equipment.

14. **Check out**

a. **New parking lot items:**

- Park/Pool Fees
- Reasonable/Consistent Open Records
- Open Records Fees/Costs

- Timesheet Revamp
  - Salary vs Hourly Timesheets
- Administrator Review
- Organization Chart Revision
- Supervisor Review by Employees
- Records Retention Policy

b. **A-ha sheets**—Committee members went around the room to share important take-a-ways from the meeting.

15. **Adjourn.** Adjourned at 11:54 am.

*Leah Hurtley, City Clerk*